

JOB DESCRIPTION

ROLE: Administrative Assistant

GRADE: D

HOURS/BASIS: 36.5 hours/Term-Time Only

REPORTING TO: Senior Administrator (Office Manager)

JOB PURPOSE:

To provide an efficient and effective administrative, reception and switchboard service to the school.

RESPONSIBILITIES:

- To undertake administrative work for the Head Teacher and other school staff.
- To type letters, reports, emails, and other documents, using appropriate equipment. This will include documents of a confidential nature
- Data entry on the school's various management information systems
- To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries. To liaise, as required, with the school community
- To ensure that visitors and callers to the school are correctly received and to deal sensitively with anxious, distressed, or impatient callers, whether by telephone or in person
- To organise postal arrangements as necessary
- To undertake filing including electronic filing, reprographic duties, and associated tasks
- To undertake general administrative duties as directed
- Responding to or directing correspondence from the enquiry mailbox
- Attendance at parents' evenings as required

SPECIFIC RESPONSIBILITIES:

Pupil Administration:

- Ensuring pupil personal profiles and records are up to date
- Ensure pupil files are transferred to new school within the required mandatory timescales of pupils leaving school
- Ensuring pupil files of consent documentation are maintained and updated
- Supporting home school transport arrangements including liaison with relevant parties
- Providing administrative support for pupil respite, ensuring that all relevant parties are informed of dates, transport arrangements etc.
- Support with the administration of schools' admissions procedures and accurately maintaining the pupil related information system
- Ensure the upload and download of Common Transfer files (CTF) to ensure that MIS information is accurate
- Support to ensure pupil census data is accurate

- Responsibility for uploading data returns as directed
- Support with EHCP review administration
- Support with administration and promote parent take up of Free School Meals

Pupil Attendance Administration:

- Input pupil attendance using the pupil MIS (Bromcom) accurately, daily AM and PM
- Investigate and record pupil absences daily
- Obtain and recorded evidence for pupil absence (i.e. appointment letters)
- Produce reports as required

Financial Duties:

- Support with inputting purchase orders into the financial management system as required.
- Ensure goods received are correct and accounted for.
- Support with the administration of the online parent payments system, ensuring that pupil data, pupil meals information and free school meals information is accurate.
- Ensure that parental overdue dinner balances are chased regularly.

Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust:

- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school and Academy Trust

General:

- Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools, Trust Central team and other agencies as appropriate to this role.
- Always promote the Trust's co-operative ethical values
- Any other duties as commensurate with the post

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.

This Job Description is not exhaustive, you may, at any time be required to carry out additional duties or responsibilities, which fall reasonably within the remit of this role, or in accordance with operational requirements.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent)	An intermediate or above qualification in word processing/typing
PROFESSIONAL DEVELOPMENT	Willing to undertake job related training.	Evidence of further professional training/development
EXPERIENCE	Experience in a busy office setting Experience of using database systems	Experience in a school office setting Experience of using Bromcom (Pupil MIS) Experience of Microsoft 365
SKILLS AND ABILITIES	Good interpersonal and communication skills Understanding of confidentiality and safeguarding arrangements Ability to work collaboratively Ability to work efficiently and accurately under pressure	Ability to relate to children and young people with learning and other disabilities.
OTHER	A commitment to the principle of inclusion A team player with a 'can do' approach Acts with pace and urgency, enthusiastic and decisive An awareness, understanding and commitment to equal opportunities	